



Acceptance and Refusal of Authorisations

Quality Area 7: Leadership and Service Management

Relevant Legislation

Children (Education and Care Services National Law Application) ACT 2010: 167
Education and Care Services National Regulations 2011: 92-94, 96, 99, 102, 102D, 160-161, 168-172
National Quality Standard for Early Childhood Education and Care: 7.1.2
National Quality Improvement Plan

Aim / Rationale

Yass Montessori Pre-School requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records, such as consent to use and disclosure of child's personal information for the NSW Department of Education. This policy outlines what constitutes a correct authorisation and what does not and may therefore result in a refusal.

Yass Montessori Pre-School is committed to ensuring that the correct authorisations are made when making decisions. Correct authorisation should be obtained, referred to and applied appropriately to ensure reduction in possible risk. Children attending Yass Montessori Pre-School may only leave the Pre-school (including on an excursion) if written authorisation from parents or authorised care givers has been obtained.

Policy Goals

People who are not authorised in writing to collect a child will not be permitted to leave the Pre-School premises with that child.

The Education and Care Services National Regulations require approved providers to ensure the Pre-School have policies and procedures in place in relation to the acceptance and refusal of authorisations. Written authorisations from parents or authorised nominees help to ensure that the health, safety, wellbeing and best interests of all children are met. Through the authorisation process, parents are informed of risks associated with a matter, and can make an informed choice whether or not to proceed.

Strategies / Procedures: What will we do?

To ensure children's health and safety, and comply with the requirements of the National Law and Regulations and our policies and procedures, we will only allow the following activities to occur in respect of individual children if they are properly authorised in writing and dated:

- ✧ Administration of medication
- ✧ Administration of medical treatment, general first aid products and ambulance transportation (required in Enrolment Form)
- ✧ Excursions including regular outings
- ✧ Taking of children's photographs
- ✧ Posting of children's photographs on Montessori's social media accounts
- ✧ Collection of children by people other than authorised persons
- ✧ Disclosure of a child's personal information where this is not legally required, or families would not expect the disclosure

Written authorisations will contain all information required under the National Regulations and service policies – please see specific policies for more details.

Yass Montessori Pre-School will accept verbal authorisations in the following situations:

- ✧ there is a medical emergency (authorisations are not required for asthma and anaphylactic emergencies)
- ✧ parents or authorised nominees are unable to collect a child before the services closes and authorise an alternate person to collect the child

Whenever a person not known to educators is authorised verbally or in writing to collect the child, they must be adequately identified by educators before the child is released.

Approved Provider will:

- ◇ Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- ◇ Ensure that an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised to consent to the medical treatment of the child if relevant, in relation to:
 - seeking medical treatment from a registered medical practitioner, hospital or ambulance service
 - transportation by an ambulance service
 - regular outings and transportation (regulations 160, 161)
- ◇ Ensure that a medication record is kept that includes the authorisation to administer medication signed by a parent or a person named in the enrolment record (regulation 92)
- ◇ Ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by:

- a parent or a person named in the enrolment record.
- a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted (regulations 93, 96)
- ◇ In the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation (regulation 94)
- ◇ Ensure that children only leave the Pre-School premises with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child (regulation 99).
- ◇ Ensure all children have appropriate authorisation to leave the Pre-School on an excursion or regular outing (regulation 102).
- ◇ Ensure no child is transported by the Pre-School without authorisation from a parent or other person named in the enrolment record (regulation 102D).
- ◇ Put in place processes for circumstances where authorisations are refused/not applicable. For example:
 - where the Pre-School is asked to administer medication that is not in its original container (see regulation 95).
 - when leaving the Pre-School, the parent, authorised nominee or person as listed in regulation 99 does not appear to be fit to take the child.
 - the child has been given authorisation to leave the Pre-School alone, however the environment they would be in is unsafe.
 - Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Acceptance and Refusal of Authorisations policy and procedures.
 - Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection.
 - Notify families at least 14 days before changing the policy or procedures if the changes will:
 - affect the fees charged or the way they are collected or
 - significantly impact the Pre-School's education and care of children or
 - significantly impact the family's ability to utilise the Pre-School.

Nominated Supervisor will:

- ◇ Implement the Acceptance and Refusal of Authorisations policy and procedures.
- ◇ Ensure that the child's family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the Pre-School.
- ◇ Ensure no child is transported by the Pre-School without an authorisation from their parent or other person named in the enrolment record.
- ◇ Ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by:
 - a parent or a person named in the enrolment record.
 - a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted.
- ◇ in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation.

- ◇ ensure that children only leave the service premises with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child.
- ◇ Ensure all children have appropriate authorisation to leave the Pre-School on an excursion or regular outing.
- ◇ Ensure no child is transported by the Pre-School without authorisation from a parent or other person named in the enrolment record.
- ◇ Implement and oversee authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy.
- ◇ Ensure authorisations are kept up-to-date.
- ◇ Implement processes for circumstances where authorisations may be refused/not applicable

Administrator / Educators will:

- ◇ Ensure all action plans are carried out in line with the Acceptance and Refusal of Authorisations policy and procedures.
- ◇ Ensure that the child's family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service.
- ◇ Ensure no child is transported by the service without an authorisation from their parent or other person named in the enrolment record.
- ◇ Ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by:
 - a parent or a person named in the enrolment record.
 - a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted.
- ◇ In the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation.
- ◇ Ensure that children only leave the service premises with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child.
- ◇ Ensure all children have appropriate authorisation to leave the Pre-School on an excursion or regular outing.
- ◇ Ensure no child is transported by the Pre-School without authorisation from a parent or other person named in the enrolment record.
- ◇ Ensure authorisations are kept up-to-date.
- ◇ Implement processes for circumstances where authorisations may be refused.

Families will:

- ◇ Complete and sign authorisations in the enrolment record and medication record (if relevant) before their child commences at the Pre-School.
- ◇ Complete and sign the authorisation for their child to attend excursions and/or to be transported by the Pre-School.
- ◇ Ensure any changes to authorisations or contact details are kept up-to-date.
- ◇ Be familiar with circumstances where authorisations may be refused/not applicable.

Refusing authorisations:

Staff will refuse an authorisation if it is unreasonably risking the child's safety, is not in line with our policies and procedures or is fraudulent. For example, staff will refuse an authorisation in the following situations:

- the authorisation is not (or does not appear to be) made by an authorised person.
- the authorisation does not comply with aspects of our policies and procedures eg medication is not in the original container, does not have the child's name on it, has expired, has an illegible label or the authorised dosage does not match the doctor's instructions.
- an authorised nominee, or person authorised by a parent or authorised nominee, does not appear to be capable of safely collecting the child.

For transparency and accuracy, if staff refuse an authorisation, they will record the following information in the child's file:

- the details of the authorisation.
- why the authorisation was refused.
- actions taken eg parent asked to supply medication in original container.

Links to other Policies

Enrolment	Medication, Administration of
Arrivals and Departures	Medical Condition
Delivery of children to and collection from the Pre-School premises	Confidentiality
Excursions	Child Protection
First Aid	Excursion
Incident Injury Trauma & Illness	

Procedures and Forms

Enrolment
Medication
Family Handbook

Sources

ACECQA – Guide to the National Quality Framework
<https://www.acecqa.gov.au/nqf/about/guide>
Family Law Act (1975), as amended 2011
Children and Young Persons (Care and Protection) Act 1998
Constitution

Policy Reviewed	Modifications	Next Review Date
2011	Developed	2013
February 2018	Reviewed	2021
September 2023	Minor changes to align with ACECQA guidelines	2025 or when procedure, practice or legislation changes